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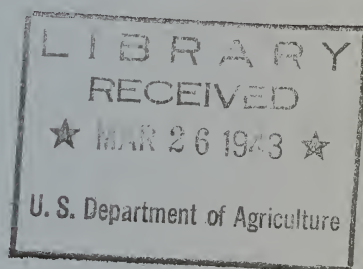
# WAR TRAINING

*based on*

## *Opportunities for Promotion and Transfer*

*in the Federal Service*

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Thirteen Courses

Beginning During First Week of April, 1943

TRANSPORTATION AND TRAFFIC • STATISTICS  
ADMINISTRATION • TYPING AND STENOGRAPHY  
FISCAL PROCEDURES • MACHINE OPERATION

# DEPARTMENT OF AGRICULTURE GRADUATE SCHOOL

## WAR TRAINING COURSES *Based on* OPPORTUNITIES FOR PROMOTION AND TRANSFER

In many occupational fields, the Federal Government is critically in need of competent personnel. Qualified candidates are so scarce in many cases that the training and upgrading of persons already in the Government service seems to be the only solution. To aid both the Government and qualified employees, the Graduate School is offering thirteen war-training courses specially designed to meet some of the most critical needs. More than 1000 Federal employees enrolled in a similar war-training program offered last year.

### *Facts about the courses:*

1. These courses were selected on the basis of information supplied by the U. S. Civil Service Commission and Federal recruitment and placement officers, particularly in the Department of Agriculture.
2. It is unanimously agreed that the demand for personnel far exceeds supply in all of these fields.
3. The names of all students who successfully complete the courses will be sent to the Civil Service Commission for use at its discretion in its transfer program.
4. Referring to positions of this kind, the Civil Service Commission's Transfer Circulars say: "Employees may be transferred to any of these positions for which they are qualified if the change would result in a more effective contribution to the war program."
5. Each course is specially designed to train for a particular position, or a series of positions, as announced in the course description.
6. All instruction is after official hours, on a self-sustaining basis, without support from Federal funds; hence the small fees for operating costs.
7. Unless otherwise stated, all classes will continue for fifteen weeks.

### *Please carefully note:*

1. This program is intended for persons already in the Federal service. All qualifications are stated accordingly. Although other persons are not necessarily excluded, the transfer privileges do not apply to them and the qualification statements are often not applicable.
2. Persons who do not meet the stated prerequisites or qualifications should not apply for registration. Exceptions obviously would not be in the student's interest.
3. Registrations will be taken only as long as space and adequate teaching facilities will permit. Judging from previous experience, many students will have to be turned away from some of the classes, even if several extra sections are organized. "Reservations" can be made only by early registration.
4. The Graduate School does not perform a placement function.

MAR 26 1943

It has no "inside" connection. It cannot and does not promise employment. It simply points out certain unusual opportunities, supplies training for them, and makes the resulting list of qualified personnel available to the Civil Service Commission. The rest must be done by the Commission, or the employee's own agency, and by the student himself.

*Interested employees should register at once in Room 1031, South Building, Department of Agriculture, between 8:40 A.M. and 6:20 P.M. (before 1 P.M. on Saturdays).*

## TRANSPORTATION AND TRAFFIC

Our modern interdependent economy is dependent on complex transportation facilities. The important role of transportation is implicit in the efforts of each combatant to cripple the transportation system of the enemy. War, increased production, and the moving of armies and military supplies put an unprecedented strain on transportation. As a result, the Government is urgently in need of employees who know transportation economics, traffic problems and procedures, railroad rates, and shipping organization. The demand far exceeds the supply. Large numbers of such persons are used, for example, in the operations of the War Production Board, Office of Defense Transportation, Office of Price Administration, Department of Agriculture, War and Navy Departments, and General Accounting Office.

### WARTIME TRANSPORTATION PROBLEMS

DR. SIDNEY L. MILLER

*W 6-8 beginning April 7. \$14.*

*The Job:* This course is intended for persons who wish to become Assistant Economists, P-2, or higher grade.

*The Course:* This course is designed to give an insight into major problems now faced by the industry, with emphasis upon trends and controls. After a brief survey of the development of the various agencies of transport, with emphasis upon developments since 1920, a study will be made of particular problems. Among these will be competition, coordination, consolidation, labor, and finance. Regulation will be examined and the work of the Interstate Commerce Commission and Civil Aeronautics Board scrutinized; stress will here be placed upon evolution of policies and trends. Consideration will be given to domestic transport in war, including the record of the Office of Defense Transportation. Finally, various proposals urged as partial or complete "solutions" of the nation's transportation problem will be weighed and possible courses of action suggested.

Prerequisite, based on qualification for P-2 positions: Completion of an elementary course in transportation economics, such as the one described below; four years of college training with specialization in economics. Successful experience in economic analysis may be substituted, year for year, for education.

*The Instructor* is Professor of Transportation, University of Iowa. He is in Washington on leave to assist the Deputy Director of Defense Transportation.

### ELEMENTARY TRANSPORTATION ECONOMICS

DR. EDWARD S. LYNCH

*Tu-Th 6-7:30 beginning April 6. \$18.*

*The Job:* This course is intended for persons who wish to become Junior Economists, P-1, or who wish eventually to combine this and the course above to become Assistant or Associate Economists, P-2 or P-3.

*The Course:* It is designed to acquaint the student with the main facts about the transportation system of the United States, its significance, and its operation. Consideration will be given to the role of transportation in bridging the gap between production and consumption, and other facilities and services offered; rate making, theory and practice; classification and tariffs, shipping procedures and papers, and the organization and business methods of carriers. Throughout, attention will be given to the influence and importance of government regulations, particularly of rates and services.

Prerequisite, based on qualifications for P-1 positions: Completion of at least three-fourths of all requirements for a bachelor's degree in a college or university of recognized standing, including the successful completion of not less than fifteen semester hours of economics (including three hours earned in this course) and closely related subjects which would normally be credited toward a major in eco-



nomics. Progressive experience may be substituted for part of the educational requirement.

*The Instructor* is Chief, Special Study Section, Division of Piling and Transportation, War Production Board. He is on leave as Assistant Professor of Economics, Iowa State College.

## FREIGHT RATES

DR. G. LLOYD WILSON

*Th 6-9 beginning April 8. \$18.*

*The Job:* This course is intended for persons who wish to become Freight Rate Clerks, CAF-4 to CAF-7.

*The Course:* It is designed to outline the principles and practices of carriers in domestic interstate commerce in freight rate-making for those engaged in transportation rates and regulated traffic work with Government agencies. It will include freight traffic territories of the United States, classification, operation, and traffic association; economic principles of freight rate-making and railroad rate-making procedure; freight tariff publication; freight rate structures of the chief traffic territories; transcontinental freight rate structure, and import and export rates; domestic water transportation freight rates; railway express rates and freight forwarder rates.

For persons who wish broader instruction—including air express rates, motor freight classification and rate-making, petroleum pipe line rates, and Government land-grant rate principles and practices—the course will continue for 15 additional hours (5 weeks) beyond the 15-week program described above. The fee for the extra period will be \$6.

*Prerequisite:* For positions above \$1800 some experience in this type of work will be required in addition to the course, including experience in the use of general freight tariff files, either in the quotation of rates or the auditing of freight accounts, bills, fares, or charges.

*The Instructor* is Director, Division of Rates, Office of Defense Transportation, and formerly Professor of Transportation and Public Utilities and Director of the Bureau of Public Affairs, University of Pennsylvania.

## STATISTICS

### SURVEY OF STATISTICS (Section I)

M. A. GIRSHICK

*W 7-10 beginning April 7. \$18.*

*The Job:* This course is intended for persons who wish to become Junior Statisticians, P-1.

*The Course:* An elementary survey of statistical methods with emphasis on the fundamentals of statistical inference. Attention will be given to processing and interpreting data from large-scale statistical operations. Significance and reliability of statistical predictions. The notion of statistical stability. Summarizing data by tabulations and by statistical measures. Computations and interpretations of statistical functions such as means, modes, medians, standard errors, and correlations. The method of least squares.

*Prerequisite* (based on qualifications for Junior Statistician): Completion of three-fourths of the requirements for a bachelor's degree in any major field (preferably in the social sciences) in any college or university of recognized standing. Progressive experience and statistical analysis may be substituted for part of the educational requirement.

*The Instructor* is Senior Agricultural Statistician, Bureau of Agricultural Economics, Department of Agriculture.

### SURVEY OF STATISTICS (Section II)

JOSEPH STEINBERG

*M 7-10 beginning April 5. \$18.*

*The Job:* This course is intended for persons who wish to become Statistical Clerks, CAF-3 and CAF-4.

*The Course:* It covers the statistical treatment of data in the fields of economics, sociology, and business. Algebra will be reviewed as required. Operations with symbols. Summarizing data by tabulation and by statistical measures. Breaking data into subseries; significance, and the reliability of statistical predictions. The Shewhart control charts. Randomness. Computations and interpretation of statistical functions such as means, median, mode, moments, correlation. Business indexes. Trend analysis and curve fitting. Graphic analysis. Lectures and supervised instruction in calculations and table making. Short cuts by the use of charts, multiplication tables, logarithms, slide rule, and other devices.

*Prerequisite:* High school algebra.

*The Instructor* is Assistant Statistician, Bureau of Research and Statistics, Social Security Board.

## ADMINISTRATION

### ADMINISTRATIVE PROCEDURE

ROBERT R. EVANS

Section I—W 6-8 beginning April 7. \$12.

Section II—Th 6-8 beginning April 8. \$12.

*The Job:* This course is intended for persons who wish to become Head Clerks, Administrative Assistants, etc., CAF-5 to CAF-9.

*The Course:* It will deal with the practical aspects of the day-to-day operations of the administrative assistant or chief clerk. Emphasis will be placed upon matters for which the administrative assistant ordinarily is responsible, such as the preparation of budget data, procedural planning, travel, purchasing of equipment and supplies, space allotment and control, personnel actions, the orientation and assignment of new employees, and supervision. The relationship of these functions to the specialized services offered by the central personnel, budget, and general-service units will also be fully discussed.

*The Instructor:* is Training and Employee Relations Adviser, Foreign Funds Control, Treasury Department. He has had varied and extensive experience in the subject matter to be taught.

## FISCAL PROCEDURES

### FEDERAL AUDITING PROCEDURE

Section I—Tu 6-8 beginning April 6. \$12.

CAREY G. CRUIKSHANK

Section II—F 6-8 beginning April 9. \$12.

FRED J. KYTTLE

*The Job:* This course is intended for persons who wish to become Auditing Clerks, CAF-4 and CAF-5. Successful completion of this course is sufficient to qualify.

*The Course:* This short intensive course embraces explanations of, discussions on, and practice work with the most important types of government vouchers and covers certain related procedures and documents. A manual is used which outlines in detail the various procedures. The course covers general basic principles and definitions of terms; use of standard forms involved; General Accounting Office exceptions, and preparation of replies thereto; administrative suspensions and disallowances; application of statutes, regulations and the Comptroller General's decisions to auditing; special correspondence required in connection with such work; claims and adjustments; purchase order procedures; tax exemption; letters of authorization and travel authority; per diem allowances and computations; methods of travel; and the actual audit of Standard Form 1012 "Reimbursement" vouchers and Standard Form 1034 "Purchase" vouchers.

*The Instructors:* Mr. Cruikshank is Fiscal Officer, Office of Scientific Research and Development, Office for Emergency Management. Mr. Kytte is Administrative Officer, Audit Division, Food Distribution Administration, Department of Agriculture.

### FEDERAL ACCOUNTING PROCEDURE

Section I—Tu 6-8 beginning April 6. \$12.

LESTER FRANK

Section II—Th 6-8 beginning April 8. \$12.

WILLIAM D. PATRICK

*The Job:* This course is intended for persons who wish to become Accounting Clerks, CAF-3 and CAF-4

*The Course:* It embraces explanation of, discussion on, and practice work with the basic ledgers (allotment ledger, objective classification ledger, and general ledger) maintained in connection with funds made available to Federal agencies. Appropriation, apportionment, allotment, disbursement, collection, and reporting processes will be discussed and the relationship between administrative accounts and the accounts kept by the Treasury Department and the General Accounting Office explained.

*The Instructors:* Mr. Frank is Assistant Treasurer, Office of Coordinator of Inter-American Affairs. Mr. Patrick is Chief, Corporation Counsel, Office of Coordinator of Inter-American Affairs.

## MACHINE OPERATION

### MULTILITH PRESS OPERATION

STEVE ORLOVSKI

M-W 6:30-9:30 beginning April 5. \$10. When practice machine operation begins, other days and hours may be arranged, extending over whatever time is necessary to complete 80 hours of instruction. Enrollment is limited to 15.

*The Job:* This course is intended for persons who wish to become Multilith Press Operators, CAF-2. Successful completion of this course is sufficient to qualify. In

fact, persons enrolled in the course are eligible for provisional appointment, the full appointment to become effective when the student has successfully completed the course.

*The Course:* The theory and practice of offset duplicating processes, as related to machine operations. Instruction in the operation of, and adjustments on, the Multilith and Davidson presses. Fifty hours of actual operation under genuine job conditions.

*The Instructor* is Supervisor of Duplicating Machines, Office of Information, Department of Agriculture.

#### PHOTOSTAT OPERATION

ELBRIDGE C. PURDY

*M-W 6-8:30 beginning April 5. \$10. If students later agree to meeting more often, the 30 hours of required instruction and practice may be completed in considerably less than the 16 weeks contemplated under the schedule as announced above. Enrollment limited to 15.*

*The Job:* This course is intended for persons who wish to become Senior Photostat Operators, CAF-2. Successful completion of this course is sufficient to qualify.

*The Course:* The theory and practice of processing photostats, as related to machine operations. Instruction in the operation of, and adjustments on, various types of machines, including Photostat and Rectograph machines, both automatic and darkroom. Fifty hours of actual operation.

*The Instructor* is Assistant Chief of the Photographic Section, Office of Information, Department of Agriculture.

#### PUNCH CARD TABULATION PROCEDURES

JAMES L. MCPHERSON

*Th 6:30-8:30 beginning April 8. \$9. Registration limited to 30.*

*The Job:* This course is intended for persons with one year's experience who wish to become Tabulating Machine Supervisors.

*The Course:* The uses and functions of various types of tabulating equipment—card punch machines, sorters, counting sorters, gang punches, collators, reproducers, printing tabulators, Census unit tabulators. Training and supervision of personnel. Design of tabulation procedures, with special emphasis on checks and controls for accuracy and economy. Adjustment of machine sheets for rejected cards. Testing machines for accuracy. Computation of the costs of various operations. Several different kinds of equipment will be studied, and the student will have actual practice on the machines. Some of the meetings of the class will be held in the Census Building at Suitland.

*The Instructor* is Technical Expert, Bureau of the Census.

### TYPING AND SHORTHAND

#### BEGINNING TYPEWRITING

LUCILE G. MO

*M-Th 6:30-8:30 beginning April 5. \$18. Registration limited to 20.*

*The Job:* This course is intended for persons who wish to become Senior Typists or Junior Clerk-Typists, CAF-2.

*The Course:* Instruction and practice sufficient to develop accurate typewriting speed equal to or in excess of the minimum requirements of the Government. The operation of the keyboard, proper care of the typewriter, letter arrangement, typing of forms and tables.

*The Instructor* is Clerical Training Specialist, Office of Coordinator of Inter-American Affairs.

#### BEGINNING GREGG (FUNCTIONAL)

Section I—*Tu-Th 6-7:30 beginning April 6. \$18.*

NAOMI H. EVANS

Section II—*M-Tu-Th 8-9 beginning April 5. \$18.*

ARTHUR S. PATRICK

*The Job:* This course is intended for persons who wish to become Junior Stenographers or Junior Clerk-Stenographers, CAF-2, or Senior Stenographers or Assistant Clerk-Stenographers, CAF-3.

*The Course:* It is organized and taught on the basis of standards which should enable the completing student to read at a speed of 100 words a minute and write at from 80 to 100 words a minute. It will cover the complete system of Gregg shorthand by use of the functional method. It will continue for sixteen weeks, covering eighty lessons. This is a course for persons who are genuinely and seriously interested in learning shorthand quickly and effectively. It is limited to Federal employees who have a working knowledge of typing.

*The Instructors:* Mrs. Evans is Assistant Training Specialist, Army Air Forces. Mr. Patrick is Assistant Professor, University of Maryland.